

SUBPURCHASE/CONTRACT DELEGATION ORDER (AO-40) AND VENDOR INVOICES

3689

(No. 43 May 1998)

- Sort by fiscal year. If AO-40/invoice is coded for more than one fiscal year, see Accounting Procedures Handbook, Section 3686.
- Alphabetize each fiscal year grouping by vendor name. If Assignee Slip is attached, use assignee name.
- If more than one AO-40/invoice for a vendor, place in date order with oldest date on top.
 - If two with the same date, file by AO-40/invoice number in ascending order. Clip groups together.
- Separate original from duplicate, retaining same order.
- Run two group tapes, one each from the original and duplicate, of the total amount payable to each vendor for each group of AO-40/Invoices payable to the same vendor.
 - Staple one tape each to the lower right-hand corner of the first original and duplicate AO-40/invoice of each group. Do not cover the Posting Tag (AO-225).
- Set aside any AO-40, invoice, or group that totals over \$1,500.00 for scheduling separately.
- Separate groups into batches of 12 or less vendors.
- Number each group, on both originals and duplicates on lower right-hand corner of AO-40/invoice or group tape, if any.
- Tie each, originals and duplicates, together with string, checking to see that each is caught.
 - Include Remittance Advice Envelope (STD 403), placed at back of originals, printed side down.
 - If there is only one AO-40/invoice in the schedule, staple the duplicate to the right inside of the folder.

- Run a tape of total amount payable as shown on group tapes if attached, and single original AO-40/invoices and attach to upper left corner of first original invoice.
 - Do not make corrections on this tape, rerun if needed.
- Run a second tape of the amounts payable shown on AO-225s attached to duplicate.
 - If split coded, pick up total of each coded amount.
- When tapes are in balance, attach tape from originals to the upper left-hand corner of the first AO-40/invoice of originals, and attach coding tape from AO-225s inside a legal sized folder at lower left-hand corner.
- Get schedule number from the Schedule Register. Complete Schedule Register as required.
- Write the schedule number on top of both tapes, bottom of first AO-40/invoice of both originals and duplicates, and upper right-hand, front corner of the folder.
 - Circle transaction count on tape attached to folder and initial.
 - Write schedule number in black on the file edge of folder.
- Write "County Auditor" or "County Claim" in pencil on outside of folder when schedule contains one or more AO-40/invoice payable to a county.
- Place duplicates, with originals on top, inside folder, wrap with rubber band and forward to DAO Data Entry.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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